

**Position Description  
City of Terre Haute**

**Director of Recreation**

**Department: Parks**

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**Reports To: Superintendent of Parks & Recreation**

**Content Revision Date:  
10/2/2008**

**FLSA: Exempt**

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**Position Responsibilities (include but are not limited to the following):**

- Oversees the daily operations and activities of the employees at the day camps, Torner Community Center, Aquatic Facilities .
- Director of Recreation may be assigned by the Superintendent to work flexible hours, seasonally other than the normal 8:00 – 4:00 work day, including but not limited to weekends and evenings. Other duties may be required and assigned.
- Performs Assistant Park director duties in their absence or as directed.
- Oversees and coordinates the planning, design and implementation of a variety of recreation related programs and facilities
- Develops and promotes community recreation services and programs to the general public.
- Supervises staff employed at the day camps, Torner Community Center, concessions and Aquatic facilities
- Responsible for maintaining the condition of the parks and recreation facilities and aquatic facilities
- Tracks financial records and generates financial reports for day camps, Torner Community Center, concessions, and aquatic facilities
- Responsible for monitoring the condition and safety of equipment and ordering supplies
- Ability to communicate orally and in writing with Department personnel, customers, service clubs/schools, business representatives, Park Board members and City officials
- and equipment for the parks and recreation facilities as deemed necessary
- Prepares payroll for staff to be formulated by the main office
- Maintains staff personnel files
- Inspects City Parks for safety and improvements and generates reports and proposals based on observations.
- Develops and directs training programs and projects for the employees at day camps, Torner Community Center, and aquatics facilities
- Develops strategies to achieve organizational goals
- Assist with marketing and promotion.

**Knowledge, Skills, and Abilities Required:**

- Considerable ability to work well with others
- Excellent organization skills
- Marked ability to solve complex problems
- Excellent written and oral communication skills
- Detailed oriented
- Considerable ability to lead and influence others
- Considerable ability to think creatively
- Considerable knowledge of design software, Excel Spreadsheets, and word processing software

**Minimum Qualifications:**

**Education/Training:** Bachelors Degree preferable in a recreation or business related field. Minimum 2 years experience in Parks and Recreation Management.

**Physical Requirements:**

- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)